



Schedule for Academic Consultation Panel (ACP) Visit
DD-DD Month, Year

Day One: Date (Wednesday)

Session	Time	Venue	Event	Participants
1.1	9:30 – 10:00 (30 mins)	SWT 505	Panel meeting with VPTL and Dean <ul style="list-style-type: none"> • Introduction • To clarify institutional issues 	<ul style="list-style-type: none"> • Panel Members • VPTL • Dean
1.2	10:00 – 11:15 (1 hr 15 mins)	SWT 505	Preliminary Private Meeting of Panel <i>(with Tea/Coffee)</i>	<ul style="list-style-type: none"> • Panel Members
1.3	11:15 – 12:00 (45 mins)	SWT 505	Panel meeting with Head and Associate Head(s) of Department <ul style="list-style-type: none"> • Mission, objectives and strategic plans • Organisation/management • Potentials and directions for future developments 	<ul style="list-style-type: none"> • Panel Members • Head and Associate Head(s) of Department
1.4	12:00 – 13:15 (1 hr 15 mins)	SWT 505	Panel meeting with Programme Directors <ul style="list-style-type: none"> • Programme management and decision-making processes • Curriculum design and review • Pedagogies and assessment arrangements • Learning opportunities on programmes • Academic advising and learning support provision • Staff development activities and support • Quality assurance for programmes (e.g., programme review and revisions) 	<ul style="list-style-type: none"> • Panel Members • Programme Directors: <ul style="list-style-type: none"> ▫ (list of programmes)
1.5	13:15 – 14:45 (1 hr 30 mins)	Renfrew Restaurant	Lunch to be Hosted by Dean	<ul style="list-style-type: none"> • Dean • Panel Members • Head of Department • Academic Staff of Department

1.6	14:45 – 15:45 (1 hr)	SWT 505	Panel meeting with Senior Academic Staff <ul style="list-style-type: none"> • Department/programme management and decision-making processes • Pedagogical strategies • Assessment design and grade moderation • Staff development activities and support • Resources in support of teaching and research • Support for RPg studies 	<ul style="list-style-type: none"> • Panel Members • Senior Academic Staff <i>(at the rank of Associate Professor or above)</i>
1.7	15:45 – 16:00 (15 mins)	SWT 505	Tea/Coffee Break	<ul style="list-style-type: none"> • Panel Members
1.8	16:00 – 17:00 (1 hr)	SWT 505	Panel meeting with Junior Academic Staff <ul style="list-style-type: none"> • Pedagogical development activities and support • Staff development support • Resources in support of teaching and research • Collegiality and interchange among staff 	<ul style="list-style-type: none"> • Panel Members • Junior Academic Staff <i>(at the rank of Lecturer/Assistant Professor)</i>
1.9	17:00 – 17:30 (30 mins)	SWT 505	Panel Members' Private Meeting	<ul style="list-style-type: none"> • Panel Members

****End of Day 1****

Venues

1. SWT 505 (*Level 5, Shaw Tower, Shaw Campus*)
2. Renfrew Restaurant (*Level 2, David C Lam Building, Shaw Campus*)

Abbreviations

Asso Head: Associate Head
RPg: Research Postgraduate
TPg: Taught Postgraduate
Ug: Undergraduate
VPTL: Vice-President (Teaching and Learning)

**Schedule for Academic Consultation Panel (ACP) Visit
DD-DD Month, Year**

Day Two: Date (Thursday)

Session	Time	Venue	Event	Participants
2.1	9:30 – 10:15 (45 mins)	SWT 505	Panel Members' Private Meeting	<ul style="list-style-type: none"> Panel Members
2.2	10:15 – 11:00 (45 mins)	Outside SWT 505	Viewing <ul style="list-style-type: none"> Students' Work (e.g., Honours Projects, students' assignments/term papers, RPg student work, etc.) Staff Research, Publications and Scholarly Work 	<ul style="list-style-type: none"> Panel Members Department Representative(s)
2.3	11:00 – 11:15 (15 mins)	SWT 505	Tea/Coffee Break	<ul style="list-style-type: none"> Panel Members
2.4	11:15 – 12:15 (1 hr)	SWT 505	Panel meeting with Advisory Committee members and potential employers <ul style="list-style-type: none"> Curriculum design of Ug and TPg programmes in meeting professional needs Performance of graduates in meeting employers' expectation Interaction and relationship with the industry/profession (e.g., internship, field exchange, etc.) 	<ul style="list-style-type: none"> Panel Members Advisory Committee members Potential employers for Ug, TPg and RPg programmes
2.5	12:15 – 13:45 (1 hr 30 mins)	Renfrew Restaurant	Lunch to be Hosted by VPTL	<ul style="list-style-type: none"> VPTL Panel Members Academic Registrar Advisory Committee members Potential employers Head of Department Academic Staff of Department
2.6	13:45 – 14:45 (1 hr)	SWT 505	Panel meeting with Current Students and Graduates <ul style="list-style-type: none"> Curriculum design Resources in support of learning experience, including co-curricular learning opportunities Academic advising and student-teacher interaction 	<ul style="list-style-type: none"> Panel Members Current Students and Graduates from Ug, TPg and RPg programmes
2.7	14:45 – 15:00 (15 mins)	SWT 505	Tea/Coffee Break	<ul style="list-style-type: none"> Panel Members
2.8	15:00 – 16:00 (1 hr)	SWT 505	Panel Members' Private Meeting	<ul style="list-style-type: none"> Panel Members

2.9	16:00 – 17:00 (1 hr)	Main Library; other facilities	Tour of Facilities • Main Library • Departmental Facilities (e.g., <i>laboratories, studios, etc.</i>)	<ul style="list-style-type: none"> • Panel Members • Department Representative(s)
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****End of Day 2****

Venues

1. SWT 505 (*Level 5, Shaw Tower, Shaw Campus*)
2. Renfrew Restaurant (*Level 2, David C Lam Building, Shaw Campus*)
3. Main Library (Au Shue Hung Memorial Library) (*Shaw Campus*)

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**Schedule for Academic Consultation Panel (ACP) Visit
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Day Three: Date (Friday)

Session	Time	Venue	Event	Participants
3.1	9:00 – 9:45 (45 mins)	SWT 505	Panel Members' Private Meeting	• Panel Members
3.2	9:45 – 10:45 (1 hr)	SWT 505	Call-back Session# <i>(Panel may meet with the Dean, Head/Asso Head(s) of Department, and Academic Staff, if required.)</i>	• (To be confirmed on Day 2)
3.3	10:45 – 11:00 (15 mins)	SWT 505	Tea/Coffee Break	• Panel Members
3.4	11:00 – 12:30 (1 hr 30 mins)	SWT 505	Panel Members' Private Meeting • Summary of views for verbal and written reports	• Panel Members
3.5	12:30 – 13:00 (30 mins)	SWT 505 <i>(To be conducted in SWT 501 if the number of academic staff to attend this session is more than 12)</i>	Verbal Report from Panel to the Dean, Head/Asso Head(s) of Department and relevant members of Department	• Panel Members • Dean • Head/Asso Head(s) of Department • Academic Staff of Department
3.6	13:00 – 14:30 (1 hr 30 mins)	Bistro Bon	Lunch to be Hosted by Head of Department	• Head of Department • Panel Members • Academic Staff of Department

#Call-back session will be conducted if necessary. The list of participants for this session (if any) will be confirmed by the end of Day 2.

****End of Day 3 and ACP Visit****

Venues

1. SWT 505 (Level 5, Shaw Tower, Shaw Campus)
2. Bistro Bon (Ground Floor, Ng Tor Tai International House, HKBU Road Campus)

Abbreviations

Asso Head:	Associate Head
RPg:	Research Postgraduate
TPg:	Taught Postgraduate
Ug:	Undergraduate
VPTL:	Vice-President (Teaching and Learning)